

## Health and Safety

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### General

Bell House Nursery believes that the adoption of safe methods of work and good practice by every individual can ensure everyone's personal safety. Bell House nursery will take all reasonable steps to identify and reduce hazards to a minimum but staff must appreciate that their own safety and that of others depends on their individual awareness and commitment to this while on nursery premises or while taking part in nursery activities.

- The nursery should be a safe place for all staff and users including a safe means of entry to and exit from the nursery building. The 'finger swipe' entry system allows for safe flow to and from the nursery building by all staff and registered parents/carers. No persons who cannot be identified by the staff should be permitted entry into the building. Any staff member in doubt of the identity of a visitor should consult a member of the management team before allowing entry.
- Staff and children will be provided with appropriate training and instructions so that everyone can perform activities in a safe manner.
- The health and safety officer (Andrew Hayes) has responsibility for the day-to-day maintenance and development of a safe environment for all. He has the responsibility of ensuring that regular risk assessments and health and safety assessments are carried out.
- Certain elements of the day-to-day management of safety matters may be delegated to room leaders such as room risk assessments, cleaning and checking of equipment and temperature controls.
- Staff and qualified safety representatives will be consulted with regard to safety issues in the nursery.

- Children and parents will be encouraged to act in a safe manner and take an interest in their own safety.
- Cleaning liquids etc. must be kept out of children's reach
- All hazardous materials will be kept out of children's reach, however glue, scissors and paint will be available to children as part of their free choice but use of these items will be closely supervised to avoid any harm to the children.
- All hot drinks must be contained in the staff room or kitchen, away from the children.
- If a member of staff or student sees a hazard, they must attempt to make the area safe and inform management as soon as possible.

### **Risk Assessments**

Risk Assessments are written conducted and reviewed on a regular basis. The risk assessments should cover anything which may affect the safety and well- being of the child, staff or visitors to the nursery. (See risk assessment file).

The regulations of the "Health and Safety at Work Act 1974" should be adhered to and also any other relevant legislation such as the Welfare requirements set by Ofsted, COSHH & RIDDOR.

The Health & Safety poster is displayed in the staff room.

Staff are encouraged to undertake in house training to update their knowledge in health & safety procedures.

Every action is taken to ensure that Bell House Nursery is a safe environment for all

### **THE MANAGEMENT STRUCTURE FOR THE IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY**

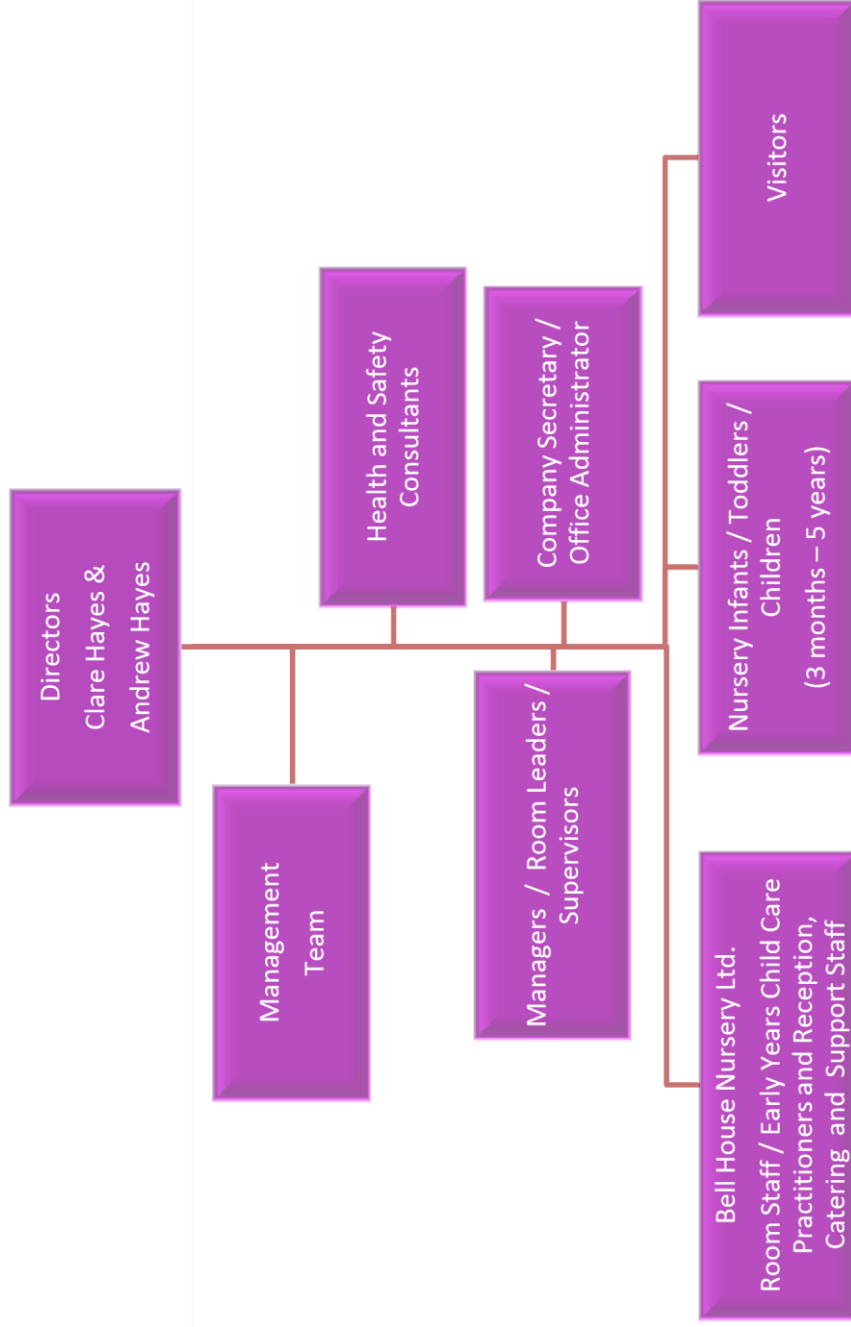
The Management Structure diagram below outlines the chain of command in respect of Health and Safety Management within Bell House Nursery Ltd, showing who has responsibility for the implementation of the Health and Safety Policy and are accountable for their areas of responsibility.

See Below:



# Bell House Nursery

Quality Childcare



## **General Housekeeping Policy**

Under Section 2(1) of the Health & Safety at Work etc. Act 1974, Bell House Nursery Ltd. has a duty of care to provide, so far as is reasonably practicable, a safe place of work and Safe Systems of Work to all its employees, children (in the Nursery's care) and any other person who may happen to be on its premises. Poor housekeeping results in untidy, dirty, unhygienic work areas in which accumulated waste, dumped equipment and other objects obstruct and / or overcrowd the work activities of those working in them and are a causal factor in many unnecessary accidents and incidents by creating new hazards (e.g. items left in gangways or other areas that are usually not used for storage creating trip hazards, etc.).

In the interest of the health and safety of all members of staff, children (in the Nursery's care), visitors and contractors working or visiting or otherwise present on the Company's premises, the Management Team of Bell House Nursery Ltd. require all Company staff and contractors' staff to adhere to the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 that workplaces be kept "sufficiently clean" and that "so far as is reasonably practicable, waste materials shall not be allowed to accumulate in the workplace except in suitable receptacles", and ensure equipment and materials are properly stored in a safe, stable manner, in a location that leaves Fire Escape Routes and other gangways and access points clear. Any litter should be put in bins and all other waste products stored prior to disposal in accordance with the Company's Environmental Policy and local and national statutory waste management requirements. The Company will provide suitable and sufficient allocated storage receptacles, racking or allocated areas on its premises for the storage of waste materials awaiting recycling and employees and contractors must safely store waste materials in these areas as soon as is reasonably practicable after the generation of such waste materials during work activities taking place on the premises.

Good housekeeping on the Company's premises is the responsibility of all Company employees working on the premises, and also any third parties visiting the premises, such as contractors' personnel working on the premises and any other persons on the premises (e.g. visitors). The Management Team requires all third parties present on the Company's premises to respect and abide by the conditions of this policy at all

times and reserves the right to refuse entry to any individuals who refuse to abide by these basic housekeeping requirements. Any staff member who witnesses another person on the Nursery's premises (whoever they may be) littering or otherwise dumping materials, waste or equipment in locations other than those intended and allocated for that © ABC Health and Safety Consultancy Ltd. - All Rights Reserved. January 2016 purpose (particularly where the location in which these materials have been left creates a potential hazard) must report this matter to a member of the Management Team or Line Manager / Room Leader immediately.

## **General Housekeeping Procedures**

### **Management Responsibilities:**

The Management Team of Bell House Nursery Ltd. will operate appropriate housekeeping controls in all the work environments within which the Company operates, so that all persons on its premises (whether Company staff, children (in the nursery's care), contractors' personnel or other persons, such as visitors,) can use those work environments in a manner that is both safe for themselves and any other persons present who might otherwise be adversely affected by their work activities. To achieve this, the Company's Management Team will ensure the following:

1. All work areas are well-maintained and kept as clean as is reasonably practicable given the nature of the work operations or activities being undertaken there;
2. Suitable and sufficient arrangements exist (whether formal or informal) for the allocation of responsibilities for day-to-day housekeeping among staff, and adequate steps taken to ensure all staff fulfil their responsibilities in this respect\_(including ensuring contractors / visitors take responsibility for any waste generated by their work activities);
3. All work areas are provided with adequate levels of lighting (including natural light);
4. All work areas are provided with suitable heating and ventilation to ensure compliance with UK legislation requirements;
5. Suitable floor surfaces, coverings and maintenance regime systems exist throughout all work areas so that they are safe for those using them;

6. Suitable welfare facilities are available (e.g. access to drinking water, washrooms, etc.) for use by staff, children (in the nursery's care), contractors and visitors and these facilities are maintained in a state that is hygienic and fit for the purpose for which they are made available;

7. Suitable and sufficient furniture (including play equipment and furniture for children and toddlers) and workstations are provided within the premises to comply with UK legislation requirements;

8. The fire alarm systems within the Company's premises are regularly maintained / serviced and tested;

9. The portable fire appliances (i.e. Fire Extinguishers) within the Company's own premises are regularly maintained / serviced and tested;

10. The emergency lighting systems within the Company's own premises are regularly maintained / serviced and tested;

11. The portable electrical appliances used within the Company's premises are regularly maintained / serviced and tested by a qualified and competent person and daily visual checks are carried out by employees each day before an item of electrical equipment is used, in compliance with UK statutory requirements;

12. The 'Fixed Wiring' electrical installations within the Company's premises are regularly tested to ensure they are safe to use;

13. No employee, contractor or visitor brings Portable Appliances onto the Company's premises that have not been tested by the competent Portable Appliance Testing contractor employed by the Company;

14. All non-controlled waste generated is disposed of in line with the requirements of the Local Authority and any statutory records required for the disposal of controlled / hazardous waste from the premises kept in the Main Office;

## Staff Responsibilities:

Good housekeeping is the responsibility of everyone who works the Company's premises and is necessary to comply with the requirements of the Health and Safety at Work (etc.) Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. The Management Team of Bell House Nursery Ltd. therefore requires all Company employees, contractors and other visitors to ensure the following:

- All floor areas, fire escape routes and / or staircases at all times are kept free of litter / rubbish, objects, and / or equipment so that free access is possible at all times (particularly important in the case of Fire Exit door and gangways that serve as fire escape routes);
- Electrical trailing leads do not become trip hazards by complying with good cable management systems of installation at all times and minimising the need for cables to cross work areas and gangways wherever possible;
- Correct hygiene levels and food preparation standards are maintained at all times in all food preparation / kitchen areas and / or refreshment / staff canteen areas made available to staff or other persons on the premises as part of the Company's statutory welfare responsibilities;
- Correct hygiene levels are maintained at all times in all toilets / nappy changing / washroom facilities. These are provided for children in the Nursery's care and employee's the comfort and convenience and the Management Team require staff and anyone else using these facilities to assist them by leaving these in a clean and sanitary state. Room Leaders are required to ensure all Nursery staff clean and maintain the children's toilets / nappy changing areas in a hygienic state and ensure any spillages are mopped up. Please leave all welfare facilities in the clean and sanitary state in which you would like to find them.
- Any spillages of liquids, water / gas leakages are reported immediately to the Management Team or Line Managers / Room Leaders and any necessary action taken to protect any persons working / present within the affected work area from risk of harm. Nursery staff are to ensure the Children's Rooms walkways are kept clear and all materials cleared or spillages cleaned up (including play materials, sand, water, paint, play dough, paper, etc);

- Any faults with electrical or mechanical equipment or apparatus are reported immediately to the Management Team or Line Managers / Room Leaders and this equipment withdrawn from use immediately to protect any persons who might otherwise use the equipment from injury;
- Any materials and products are handled and stored in a safe and correct manner (particularly hazardous and dangerous substances governed by COSHH or other specific health and safety legislation);
- Any equipment are stored in such a manner that they do not create or cause a hazard;
- Any materials or equipment are not be piled up to such a height that the stored equipment and / or materials are (or could potentially become) unstable;
- Any failure of lighting, power, or heating systems or any fixture or fitting that make up part of one of those systems on the premises are reported immediately to the Management; and
- Any accident, incident or near-miss is reported immediately to the Management.

### C. O. S. H. H

At Bell House we recognises that using chemicals or other substances can put staff, children, parents, carers and members of the public at risk.

The law requires that employers control the exposure to hazardous substances to prevent ill health. We try to protect employees, children, parents/carers and other members of the public by complying with the Control of Substances Hazardous to health regulations (C.O.S.H.H.) 1999.

Hazardous substances within the nursery include:

- Substances used directly in the work activities such as cleaning agents
- Naturally occurring substances (grain and dust)

To ensure that we comply with C.O.S.H.H. regulations we:

- Assess risks to health arising from hazardous substances used in / created in our workplace



- Decide what precautions are needed. We never allow staff to carry our work that could expose them to hazardous substances without considering the risks.
- Prevent or adequately control exposure
- Ensure that control measures are used and maintained properly and safely
- Ensure that the employees are properly trained and supervised.
- Staff must ensure that they wear the appropriate protective clothing when using cleaning chemicals i.e. apron, gloves, Glasses.
- Staff must ensure that they follow the instructions on chemical bottle/container.
- Cleaning products/chemicals must NEVER be mixed.

## **Manual Handling**

Is it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to Bell house's manual handling policy.

### **Preventing injuries**

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard - in this case, to remove the need to carry out hazardous manual handling. For example, it may be possible to re-design the workplace so that items do not need to be moved from one area to another.

Where manual-handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

- The tasks to be carried out
- The load to be moved
- The environment in which handling takes place
- The capability of the individual involved in the manual handling.

### **Planning and procedure**

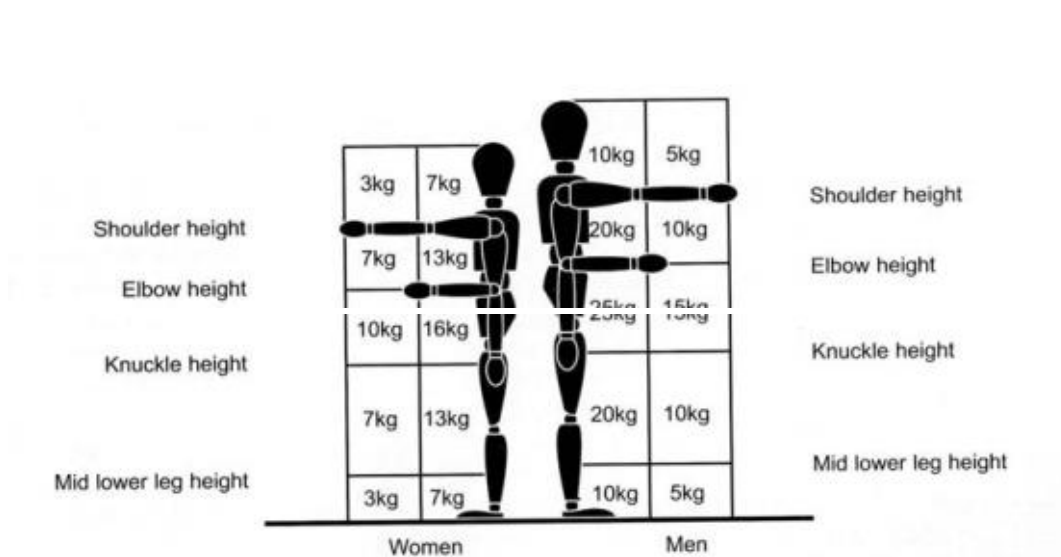
- Think about the task to be performed and plan the lift
- Consider what you will be lifting, where you will put it, how far you are going to move

it and how you are going to get there

- Never attempt manual handling unless you have read the correct techniques and understood how to use them
- Ensure that you are capable of undertaking the task - people with health problems and pregnant women may be particularly at risk of injury
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- Remove any unnecessary packaging, if this will make the task safer
- Reduce the size and weight of loads to make handling easier. This could involve suppliers packing items into smaller consignments before delivery or unpacking packages before moving them
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads

### Correct lifting procedure

#### Guidelines for Safe Lifting and Lowering of Loads



- If more than one person is involved, plan the lift first and agree who will lead and give instructions
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- Lighting should be adequate
- Control harmful loads - for instance, by covering sharp edges or by insulating hot containers or anything electrical or dangerous
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals

- Check whether you need any personal protective equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear
- Consider a resting point before moving a heavy load or carrying something any distance.

A number of factors increase the risk of manual handling injuries, and these should be considered and controlled. The following are number of suggestions.

### **Position**

You should always stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position your body (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body over the load to pick it up.

### **Lifting**

When lifting you should always lift using the correct posture ensuring you are in a stable, balanced position:

- Bend your knees slowly but not kneeling, keeping the back straight
- Tuck the chin in on the way down
- Lean slightly forward if necessary and get a good grip
- Keep the shoulders level and in line with your hips, without twisting or turning from the hips
- Try to grip with the hands around the base of the load
- Bring the load to waist height (centre of gravity) keep head up when bringing up the load, keeping the lift as smooth as possible.

### **Moving the load**

- Move the feet to change direction do not twist or turn your body, keeping the load close to the body
- Proceed carefully, making sure that you can see where you are going
- Lower the load, reversing the procedure for lifting
- Avoid crushing fingers or toes as you put the load down
- Position and secure the load after putting it down. Make sure that it is rested on a stable base

- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

### **The task**

- Carry loads close to the body, lifting and carrying the load at arm's length increases the risk of injury
- Avoid awkward movements such as stooping, reaching or twisting
- Ensure that the task is well designed and that procedures are followed
- Try never to lift from the floor or to above shoulder height. Limit the distances for carrying
- Minimise repetitive actions by re-designing and rotating tasks
- Ensure that there are adequate rest periods and breaks between tasks
- Plan ahead - use teamwork where the load is too heavy for one person and plan your journey.

### **The environment**

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable. If you are going through a door make sure that it is open before you lift the load and that children are not present if possible or do it at a quieter time in the day
- Remove obstructions and ensure that the correct equipment is available.

### **The individual**

- Never attempt manual handling unless you have been trained and given permission to do so
- Ensure that you are capable of undertaking the task - people with health problems and pregnant women may be particularly at risk of injury.

## **Accident and Incident Policy**

Under Sections 2 and 3 of the Health and Safety at Work (etc.) Act 1974, Bell House Nursery Ltd. has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of the Company's employees, children (in the Nursery's care) and any other person who might be affected by the Company's work activities. This duty of care includes putting in place suitable and sufficient controls to avoid accidents and incidents wherever it is reasonably practicable to do so and by doing this provide all employees, contractors, sub-contractors and visitors with workplaces that are, so far as is reasonably practicable, safe places to work.

In accordance with the requirements of Section 3 of the Management of Health and Safety at Work Regulations 1999 risk assessments will be regularly undertaken regarding all the Company's work activities to actively identify all premises / workplace hazards, determine the level of risk posed by the hazards identified and put in place suitable and sufficient risk control measures to reduce the risk of injury to staff from the Company's activities to the lowest level reasonably practicable.

The arrangements put in place to avoid Accidents and Incidents will include ensuring:

- Workplace hazards on the Company's premises or third party-owned premises on which Bell House Nursery Ltd.'s personnel are due to attend or undertake work are properly risk-assessed by the completion of appropriate risk assessments to determine the level of risk from such hazards prior to the commencement of any works on the site concerned.
- Risk assessments for the Company's premises and third party-owned premises are completed only by competent and trained persons who have a full understanding of the works due to take place and an awareness of the associated workplace hazards and levels of risk likely to result from those works;
- Prompt action is taken to resolve any Corrective Actions resulting from these risk assessments prior to the commencement of works. Implementation of Corrective Actions will follow the risk hierarchy by prioritising corrective actions for the most serious hazards (particularly those that can be avoided / eliminated completely) and following this up with corrective actions for the remaining hazards;
- All company employees are provided with adequate supervision during all work activities at any location so that they adhere at all times to the Risk Control Measures laid out in the risk assessments for the work activities they are undertaking on the premises concerned;
- Suitable training, instruction and information is provided for all members of the Company's staff involved in the work activities being undertaken at any location.

Staff will be required to adhere to the Company's Policies and Procedures and Safe Systems of Work and comply in full with the instructions, guidance and training given by the Line Management to ensure their own safety, that of their fellow employees and that of any other persons in the immediate vicinity of the works (whether these other persons be other employees, contractors, visitors, or members of the public).

- All Company employees use the correct equipment or handling aids, where provided, in order to minimise any risks to themselves and / or others associated with the workplace activities they are undertaking, and to follow the Company's Health and Safety Policies and Procedures and Safe Systems of Work as directed.

- All Company employees use any personal protective equipment (PPE) issued to control the risks from the work activities they are undertaking, whenever the nature of the work activity requires them to do so. Line Managers and Supervisors must provide adequate instruction to employees so they are fully aware of how to use the PPE issued to them correctly. Should any employee find their PPE is damaged or unusable they must not use this equipment and report this matter to their Line Manager or the Directors or a member of the Management Team immediately so that suitable replacement PPE can be issued to them;
- All Company employees take an active role in reporting any previously unidentified hazards or other health and safety problems, whether relating to the work activity undertaken or the equipment being used, to their Line Manager or Room Leader (Leads) as soon as these arise, as set out in the Premises Policy and Procedures and the Company's General Housekeeping Policy;
- All Company employees take an active role in reporting any potentially hazardous faults with equipment, and that all such equipment is immediately withdrawn from use.

#### **Accident / Incident Reporting:**

In addition to the active monitoring systems mentioned above, the Directors and the Management Team of Bell House Nursery Ltd. shall ensure that suitable and sufficient reactive monitoring arrangements are in place for the reporting of accidents and incidents.

In the event of an accident or incident involving work activities on the Company's own premises, the adverse event concerned must be reported immediately to the Line Manager / Supervisor responsible for the work area in which the accident / incident has occurred, who will ensure that appropriate accident / incident reports and records are duly completed and submitted to the Responsible Person (i.e. the person responsible for Health and Safety on the Company's premises, often performed by the Directors or in their absence, this may be dealt with by a member of the Management Team). If the accident / incident fits the definition of a reportable event under the RIDDOR 2013 legislation, RIDDOR rules will apply and Form F2508 will be duly completed by the Responsible Person and submitted to the HSE within the strict timeframes laid down under this legislation. Should the submission of such a form result in an official / external investigation, all Bell House Nursery Ltd. personnel are required by the Management to co-operate fully with HSE or Local Enforcing Authority inspectors.

To comply with Regulation 5 of RIDDOR 2013, which relates to non-fatal injuries to non-workers, where any person not at work [including any child in the Nursery's care] suffers an injury as a result of a work-related accident [as a result of the actions or



omissions of any Nursery staff, and / or sub-contracted / agency staff], and that person / child is taken from the site/premises of the accident to a hospital for treatment [e.g. by ambulance] in respect of that injury; the responsible person must follow the reporting procedures, as set out in the Company's Accident and Incident Procedures.

#### **Accident / Incident Investigation:**

Discretion will rest with the Directors, in liaison with the Management Team, as to whether any internal accident / incident investigation is required to identify any uncontrolled or inadequately controlled hazards and any further risk controls introduced to prevent, so far as is reasonably practicable, any future reoccurrence of such an event or any similar event resulting from the same causes.

Any team authorised by the Directors to carry out an internal investigation into an accident or incident will most likely consist of a qualified and competent health and safety professional (present for their detailed knowledge of the legal requirements), a member of the Management Team (representing the Company's Management), the Line Manager or Room Leader (Leads) responsible for the work area in which the accident / incident occurred (present for their in-depth knowledge of the work area), and a Line Manager or Room Leader (Leads) not responsible for or associated with the running of the work area in which the accident / incident occurred (present to provide an independent opinion).

The Company's Directors and the Management Team will take seriously any report resulting from any external or internal accident / incident investigation and ensure any corrective actions specified in any such reports that show any previously unidentified or inadequately controlled hazards exist, are actioned immediately as a matter of priority, so that, as far as reasonably practicable, the Company complies with UK statutory requirements in full by fulfilling its duty of care to the staff, contractors, sub-contractors, and third parties on the Company's premises on which they are carrying out work.

Reportable adverse events will be reported to the HSE within the specified statutory time limits by the Responsible Person (i.e. the person with overall responsibility for health and safety within the Company) using HSE form F2508. Should any official investigation be required, all Bell House Nursery Ltd. personnel will be required by the Directors and the Management Team to co-operate fully with the HSE or Local Authority inspectors.

In event of a major or serious accident, the scene of the accident must cordoned off and treated similarly to a scene of crime, and adequate statements taken from injured person(s), witnesses, and / or the Company Line Manager responsible for Company's premises concerning what they know about the adverse event. Photographs of the work area should be taken before anything is moved or any work operations recommence within the work area where the accident / incident has occurred.

## **Accident and Incident Procedures**

The Directors and the Management Team of Bell House Nursery Ltd. recognise their shared duty of care under Section 2 and Section 3 of the Health & Safety at Work (etc.) Act 1974 for the Company's employees, children (in the Nursery's care) and any other persons who might be put at risk by the Company's work activities. The Company will ensure all its workplaces are maintained to a safe standard by identifying workplace hazards present and eliminating or controlling the risk levels posed by them through the use of suitable and sufficient risk assessments.

The Directors and the Management Team will ensure that employees and subcontracted / agency employees are aware of the Company's policies and procedures, safe systems of work and risk controls by providing them with adequate instruction, information and training prior to them commencing work on the premises concerned, and require them to comply with the Company's Health and Safety systems, including the correct use of personal protective equipment, lifting equipment, handling aids and / or other work equipment (where provided), so that the risk of them being involved in an accident or incident at work is kept to the absolute minimum level possible.

Bell House Nursery Ltd. likewise expects third parties who visit its premises or enter third party-owned premises on which the Company's personnel are working / attending to abide by the Company's health and safety rules and to refrain from any activities that might put themselves or others at risk of harm from identified workplace hazards. Reporting requirements for any third parties injured on the premises will be the same as those for employees.

Should an accident or incident occur on Bell House Nursery Ltd's premises or any third party-owned premises, the Company employees / sub-contracted / agency employees and present on the premises and working in the work area where the accident or incident has occurred should immediately fetch the Appointed Person or First Aider on duty at that time. If this is an accident (i.e. an adverse event involving injury or fatality) Company employees / sub-contracted / agency employees should not attempt to move the casualty unless directed by the Appointed Person or First Aider that it is safe to do so. On the Company's own premises, the duty Appointed Person or First Aider will follow the procedures set out in the Company's First Aid Policy and Procedures documentation. On third party-owned premises the duty First Aid person may not be a member of Bell House Nursery Ltd's staff, but may be an employee of the Company or the Premises Management who will comply with the First Aid procedures of their employer, which will have previously been approved by the Company and additionally will have been supplied to and checked over prior to the commencement of work / attendance by a member of Bell House Nursery Ltd's Management Team to ensure the procedures



in question are adequate to ensure the safety of the Company's staff and / or sub-contracted / agency staff. Under no circumstances should an unqualified person attempt to access and use the first aid materials kept on any premises on which the Company is present or administer first aid to someone injured on such premises without being in possession of appropriate and current First Aid qualifications. All accidents and incidents involving attending children must be recorded in the same way as staff.

To comply with Regulation 5 of RIDDOR 2013, which relates to non-fatal injuries to non-workers, where any person not at work [including any child in the Nursery's care] suffers an injury as a result of a work-related accident [as a result of the actions or omissions of any Nursery staff, and / or sub-contracted / agency staff], and that person / child is taken from the site/premises of the accident to a hospital for treatment [e.g. by ambulance] in respect of that injury; the responsible person must follow the reporting procedures, as set out below in Accident Reporting.

Primary responsibility for the use and enforcement of these procedures lies with the Responsible Person who handles health and safety matters within the Company's premises and on third party-owned premises on a daily basis.

### **Accident Reporting:**

All accidents (i.e. adverse events involving injury or fatality) will initially be recorded in the Accident Book by the Appointed Person or First Aider on duty at the time. All incidents (i.e. an adverse event that did not involve injury but had the potential to do so) will be initially recorded using the Company's Initial Incident Record Form. Further investigation will result in the production of a more detailed accident / incident report.

### **Responsibility for initial reporting:**

Primary responsibility for the reporting of incidents and minor accidents rests with the employee(s) involved in the accident or incident. Primary responsibility for the reporting of major accidents and fatalities rests with the Line Manager / Room Leaders or other competent person in charge of the work area in which the accident has occurred. Such adverse events must be reported to the Responsible Person on the premises so that they are aware of the adverse event and can put into action the First Aid procedures applicable on the premises concerned.

### **Specified Injuries and Fatality:**

It is essential that Company staff and sub-contracted / agency employees understand how important this is as if the event involved a specified injury or a fatality, the event is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and it is a statutory requirement for it to be reported by the Responsible Person (the person with ultimate responsibility for health and safety within the Company) to the Health and Safety Executive using HSE Form F2508 by submission of the online version of this form or by printing off a hard copy of the form and sending it to: The National Incident Contact Centre (ICC), Caerphilly Business Park,

Caerphilly, CF83 3GG (Tel. 0845 300 9923 / Fax: 0845 300 9924 / Email : riddor@natbrit.com). The reporting of reportable events must occur within the strict time limits set out in this legislation, or criminal and civil penalties may be applied by the HSE or the enforcing local authority.

#### **Diseases and 7-day absence from work:**

Also reportable under the RIDDOR 2013 legislation are any instances of the outbreak of disease among the workforce or any workplace-related injury or case of ill-health that causes a member of staff to be absent from work for more than 7 consecutive days and it is a statutory requirement for any such incident to be reported by the Responsible Person (the person with ultimate responsibility for health and safety within the Company) to the Health and Safety Executive using HSE Form F2508 by submission of the online version of this form or by printing off a hard copy of the form and sending it to: The National Incident Contact Centre (ICC), Caerphilly Business Park, Caerphilly, CF83 3GG (Tel. 0845 300 9923 / Fax: 0845 300 9924 / Email : riddor@natbrit.com). The reporting of reportable events must occur within the strict time limits set out in this legislation, or criminal and civil penalties may be applied by the HSE or the enforcing local authority.

#### **Dangerous Occurrences:**

Dangerous Occurrences (incidents with the potential to cause major injury or fatality) are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and it is a statutory requirement for any such incident to be reported by the Responsible Person (the person with ultimate responsibility for health and safety within the Company) to the Health and Safety Executive using HSE Form F2508 by submission of the online version of this form or by printing off a hard copy of the form and sending it to: The National Incident Contact Centre (ICC), Caerphilly Business Park, Caerphilly, CF83 3GG (Tel. 0845 300 9923 / Fax: 0845 300 9924 / Email : riddor@natbrit.com). The reporting of reportable events must occur within the strict time limits set out in this legislation, or criminal and civil penalties may be applied by the HSE or the enforcing local authority, within the strict time limits set out in this legislation.

#### **Violence and verbal abuse / threats:**

Acts of physical violence and / or verbal abuse are not reportable under the RIDDOR legislation unless such an incident resulted in a major injury or fatality or a dangerous occurrence. Therefore any act of physical violence and / or verbal abuse / threats will be dealt with according to the Company's Violence at Work Policy and Procedures. If harm was sustained to the victim's person an Accident Form must be completed describing the injury sustained and any treatment required. If no harm was sustained to the victim's person but property owned by the person or belonging to the Company did sustain damage (showing there was the clear potential for harm to the person), an

Initial Internal Incident Report Form will be filled out. The details in these forms will not result in any internal accident or incident investigation as such investigations seek out the causes of events that those involved did not intend to occur, whereas acts of violence are deliberate. However, such completed Accident and Incident Forms, if completed, can and will be used in any further investigation carried out under the Company's Violence at Work Policy and Procedures.

#### **Co-operation of Staff:**

The Responsible Person and other members of Bell House Nursery Ltd's Management Team shall require the full co-operation of Company employees / contracted / agency employees with the reporting and / or investigation into any accident or incident on the Company's premises. Similarly, when working / attending on third party-owned premises, Company employees and sub-contracted / agency employees must co-operate in full with the responsible person on the staff of the third party Company, or the third party-owned premises Management. Such co-operation is necessary both to understand the causes of any accident or incident and improve the health and safety standards for the future and to meet the Company's statutory reporting obligations under RIDDOR 2013. Failure to co-operate with the responsible person on any premises on which the Company is present by any staff member result in disciplinary action through the line management chain, whilst failure to co-operate on the part of any sub-contractor's personnel will result in disciplinary action through their employer.

#### **Notification of Management:**

It is the responsibility of the Responsible Person with ultimate responsibility for health and safety matters within the Company to inform the Management Team of Bell House Nursery Ltd. that an reportable accident / incident has occurred and organise a meeting of members of the Management Team so that the contents of the Accident Report Form or Initial Incident Report Form can be discussed and a decision made as to whether an internal investigation must take place. The Responsible Person may also take similar action if an accident / incident has occurred that is not reportable but may warrant further internal investigation, so that approval for further investigation may be sought and obtained from the Management Team.

#### **Other Persons to be informed:**

If an accident has involved either major injury or a fatality, the Responsible Person must also notify the next of kin (or whatever other person the individual involved in the adverse event has nominated to be contacted in the event of an emergency). In instances where the accident creates a hazard that remains after the accident which is harmful to the public (e.g. chemical spillage), the Responsible Person must also inform the Police.

## Investigations:

Following discussion and consideration of the reporting form completed immediately after an accident or incident on the premises, the Directors and the Management Team of Bell House Nursery Ltd. may decide that an internal investigation is required to identify the causes of the adverse event and put in place safeguards to prevent repeat event. This is particularly likely if the accident or incident in question is reportable, but unlikely to attract an official investigation. This should not be regarded as out of the ordinary by Company staff or sub-contracted / agency staff - Accident Investigation is a useful reactive monitoring tool that can help the Company pinpoint potential weaknesses in current operating procedures or practices.

The Responsible Person and other members of the Company's Management Team are responsible for ensuring the full co-operation of Company staff / sub-contracted / agency staff in any accident or incident investigation launched as a result of an adverse event on the Company's premises or on third-party owned premises, whether the investigation in question is unofficial and internal (undertaken on behalf of the Company's Management or by the Client) or official and external (undertaken by the HSE or an enforcing authority acting on behalf of the HSE). Employees and subcontracted / agency employees should note that the focus of such investigations is not the apportioning of blame upon any person or group of persons, but whether the adverse event was reasonably foreseeable, and what can be done to prevent any repeat event.

Should the outcome of any investigation (whether internal or external) reveal any uncontrolled (or insufficiently controlled) risk of injury from workplace hazards exist, the Directors and the Management Team of Bell House Nursery Ltd. will ensure they are removed, rectified, or the Company's working procedures changed as a matter of priority, as far as reasonably practicable, as part of the Company's duty of care to the staff, sub-contracted / agency staff, and visitors in compliance with the statutory requirements.

An internal investigation authorised by the Directors and the Management Team of Bell House Nursery Ltd. into any accident or incident on the premises will be carried out on the Company's behalf by an investigation team appointed by the Directors and the Management Team, usually headed by a qualified and competent health and safety professional from the Company's nominated Health and Safety Consultancy, along with a member of the Management Team not directly responsible for the premises or area of the Company's work operations under investigation, and the Line Manager responsible for the premises or area of the work operations under investigation (present for their detailed knowledge of the work operations and the work area under investigation). The purpose of such an investigation is risk removal or reduction - not carrying out a witch hunt for a scapegoat - although if human failure is found to have been a factor this may be symptomatic of other failings (e.g. inadequate health and safety training, inadequate enforcement of health and safety standards, etc.).

### **Review of Procedures:**

These procedures will be reviewed by the Company's external Health and Safety Consultants on an annual basis, or subject to changes in the Company's working practices and / or activities or further changes in relevant UK legislation.

### **Definitions under RIDDOR:**

Definitions of types of accidents, incidents, industrial diseases, and dangerous occurrences reportable under RIDDOR 2013 are given in the HSE's guidance booklet INDG 453 (rev1) published 10/13 "A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013", which is included in Accidents and Incidents section of the Company's Health and Safety Guidance File.

### **Organisation:**

The purpose of this section is to outline the key health and safety responsibilities held by personnel within Bell House Nursery Ltd. These responsibilities run parallel with other forms of responsibility in that each level of management is responsible for those beneath them and accountable to those above. This is important to ensure that proper accountability for health and safety performance exists among all chains of line management within the Company so that all work operations undertaken on the premises of Bell House Nursery Ltd. are, as far as is reasonably practicable, safe for all of the Company's permanent staff, agency / temporary staff, children in the Company's care, contractors working on the premises and visitors.

Responsibilities for health, safety and welfare are allocated as follows:

#### **Directors:**

The Directors have ultimate legal responsibility for ensuring the Company fulfils its duty of care as an employer for the safety of all its staff (whether office or Child Care Suite based), sub-contracted staff, children in the Company's care and any other persons that might be affected by the Company's work activities.

The Directors are responsible for:

- chairing the Management Team meetings and ensuring that matters of health and safety take an equal importance alongside quality, productivity and other business objectives when meeting to discuss the Company's work;
- taking a leading role in the practical application of the Company's chosen recognised Health and Safety Management model (HSG65) and ensuring continuous



improvement to the standards of health and safety through the implementation of the Health and Safety Annual Action Plans;

- taking a leading role in liaising with the Company's Health and Safety Consultants in the development, implementation and maintenance of development of effective Health and Safety systems that comply with all statutory requirements and both reduce the level of risk and increase the level of risk awareness amongst all employees, children in the Company's care and sub-contractor's employees, as far as is reasonably practicable;
- overseeing members of the Management Team to ensure they discharge their duty of care towards staff for whom they are responsible by ensuring all staff have read, understood and agreed to abide by the Company's Health and Safety Policy.
- leading by example and fostering a positive attitude within the Company towards health and safety.
- ensuring adequate funds, insurance as required by the Employees Liability (Compulsory Insurance) Act 1969, materials, equipment and human resources are provided to meet all legal and contract requirements.
- ensuring any failure of employees to comply with the Health and Safety requirements and working methods set out in Bell House Nursery Ltd's Health and Safety Policy and Procedures, Risk Assessments and Safe Systems of Work is treated as a disciplinary matter.
- bringing to the attention of any sub-contractor carrying out works on behalf of Bell House Nursery Ltd. any failure by any of their employees to comply with the Health and Safety requirements and working methods set out in Bell House Nursery Ltd's Health and Safety Policy and Procedures, Risk Assessments and Safe Systems of Work so that disciplinary action can be taken by that employer.
- ensuring health and safety responsibilities are clearly defined and allocated at all levels within the Company.
- ensuring effective communication channels exist within the Company to enable health, safety and welfare matters to be effectively communicated internally and for employee concerns to be investigated and, where necessary, effective remedial action taken.
- ensuring effective communication channels exist within the Company and any agency it uses to hire temporary staff, to enable the Company's health, safety and welfare requirements to be effectively communicated and understood so that agency /

temporary workers are aware of these and also so that they know that they should report any health, safety or welfare-related concerns they have to a member of the Management Team so that those concerns can be investigated and, where necessary, effective remedial action taken.

- ensuring effective communication channels exist within the Company and any subcontractor hired by its to carry out works on its premises, to enable the Company's health, safety and welfare requirements to be effectively communicated and understood by sub-contractors' staff and also so that sub-contractors' staff know that they should report any health, safety or welfare-related concerns they have to their supervisor or a member of the Company's Management Team so that those concerns can be investigated and, where necessary, effective remedial action taken.
- ensuring effective communication channels exist between the Company and the Parents, Guardians, Child Minders and Child Carers who have placed the children into the Company's care to enable the Company's health, safety and welfare requirements to be understood (as far as is reasonably practicable for each Parent, Guardian, Child Minder and/or Child Carer to understand these requirements).
- ensure an effective training programme is developed and maintained to instruct employees on the requirements of the Health and Safety Policy and the safe systems of work relevant to their job responsibilities and place of work.
- ensuring all agency and temporary staff hired by Bell House Nursery Ltd. have received adequate professional training and are competent to carry out the work defined in their contract safely.
- ensuring all sub-contractors' staff hired by Bell House Nursery Ltd. to undertake works on its premises have received adequate professional training and are competent to carry out the work activities defined in their contract safely.
- taking part in the Company's Health and safety active and reactive monitoring activities including inspection and audits undertaken to ensure the required standards of health and safety are maintained throughout the Company's work operations.
- co-operating with the active and reactive monitoring activities of any external inspector from any accreditation / inspection body (e.g. Ofsted) or Local Environmental Health Officer / HSE Inspectors (e.g. based in local councils) seeking to assess the level of health and safety within the Company's work operations.
- ensuring effective arrangements are in place to control the risks from workplace hazards present within the Company's workplaces, and ensuring a suitable

number of competent people implement and maintain these risk controls and safe working arrangements.

- receiving information from the Companies external Health & Safety Consultants about changes to existing legislation or new legislation and the Company's health and Safety performance and implement effective corrective actions as necessary.
- ensuring reportable events and accidents causing over 7-day absence due to injury are investigated and effective risk controls implemented to prevent recurrence.
- ensuring all reportable events as defined under the RIDDOR legislation are reported to the Health and Safety Executive within the strict timeframes required by this legislation.
- co-operating with the any external inspector from any enforcing authority (e.g. local authority, HSE) seeking to assess the level of health and safety within the Company's work operations or investigate any reportable accident or incident reported to HSE under the requirements of RIDDOR 2013.
- ensuring suitable and sufficient first aid and welfare facilities are provided and staff are always fully informed of the arrangements put in place for their benefit on any site on which they are working.
- ensuring adequate information both written and verbal is passed to employees on health and safety matters.

**The Management Team (i.e. the Directors, Nursery Manager, Planning & Training Coordinators):**

The individual members of the Management Team are responsible for delivery of Health and Safety within each area of the Nursery for which they are responsible, including that the Bell House Nursery Ltd. fulfils its statutory duty of care towards both permanent and temporary employees, children in the Company's care, subcontractors' employees, and visitors present within the specific area of the Company's work operations for which they are responsible. Members of the Management Team must always consider the health and safety implications of any business decisions taken by them in the course of their work and seek to provide an example to those working for them by maintaining a positive attitude towards health and safety, abiding by the Company's current Health and Safety systems at all times and leading the way in the introduction of any new health and safety measures and initiatives.



To ensure they achieve and maintain a high quality in the standards of health and safety delivered within their area of responsibility they should also:

- understand and keep up to date with the requirements of the Company's current Health and Safety systems and relevant health and safety guidance, bearing in mind how this applies to the part of the business for which they are responsible.
- meet regularly with the Directors and give current health and safety issues equal parity to other operational issues during such meetings;
- be unafraid as individual members of the Management Team to bring to its attention any potential shortcoming in the Company's health, safety and welfare arrangements or related concerns they may have, or have legitimately been raised by those working on or visiting the premises and help decide what actions will be taken to address any such concerns.
- take seriously any potential shortcoming in the Company's health, safety and welfare arrangements or related concerns reported by any other member of the Management Team (whether those concerns are those of the other Management Team member themselves or have legitimately been raised by those working on or visiting the premises) and help decide what actions will be taken to address any such concerns.
- ensure employees, agency / sub-contracted staff, sub-contractors and visitors understand and follow the requirements of the Company's current Health and Safety systems and relevant health and safety guidance.
- ensure employees, agency / sub-contracted staff, sub-contractors and visitors are provided with sufficient information, instruction and training on health, safety and welfare matters as is required to ensure they are aware of the requirements of the Company's current Health and Safety systems and relevant health and safety guidance.
- ensure all permanent and temporary / agency employees, sub-contractors' personnel and any others working on the premises for any reason are capable and competent of carrying out their work in a safe and healthy manner and that adequate levels of supervision are provided.
- ensure adequate resources are provided and maintained to meet all legal and contractual health, safety and welfare requirements within the areas of the business for which they are responsible.
- ensure any permanent employees for whom they are responsible who fail to comply with the Health and Safety requirements and working methods set out in Bell House Nursery Ltd's Health and Safety Policy and Procedures, Risk Assessments and

Safe Systems of Work are suitably reprimanded in accordance with the Company's disciplinary procedures.

- ensure any temporary / agency employees for whom they are responsible who fail to comply with the Health and Safety requirements and working methods set out in Bell House Nursery Ltd's Health and Safety Policy and Procedures, Risk Assessments and Safe Systems of Work are suitably reprimanded in accordance with the disciplinary procedures of the Company or the agency through whom they have been hired.
- bring to the attention of any sub-contractor carrying out works on behalf of Bell House Nursery Ltd. any failure by any of their employees to comply with the Health and Safety requirements and working methods set out in Bell House Nursery Ltd's Health and Safety Policy and Procedures, Risk Assessments and Safe Systems of Work and follow this up to confirm the employer has taken appropriate disciplinary action.
- ensure appropriate, regular consultation on all aspects of Health, Safety and Welfare takes place with employees, sub-contractors, Clients and others.
- undertake appropriate risk assessments as required by statute on behalf of the Company (or outsource these risk assessments to an appropriately qualified and competent third party), ensuring the risk assessments are recorded, reviewed and updated as necessary and that all corrective actions required as a result of such risk assessments are implemented as soon as is reasonably practicable following the completion of any such risk assessment.
- liaise with the Company's external Health and Safety Consultants as required, ensuring all necessary safe working practices and procedures are developed, implemented and maintained as appropriate.
- ensure adequate arrangements are in place for the regular inspection, examination, maintenance, servicing, repair and / or replacement as necessary of plant, tools and / or equipment.
- ensure all accidents and incidents are reported and recorded, and that any reportable incidents or accidents are reported to the HSE (as required under the terms of RIDDOR 2013).
- ensure all accidents and incidents involving over-7-day absence from work not investigated by an Enforcing Authority are investigated internally, the resulting reports considered and discussed properly at an agreed time by all members of the

Senior Management Team and any corrective actions recommended implemented promptly to prevent any repeat event, so that lessons are learned and the Company's health and safety standards continually improved.

- take all reasonable actions to ensure that any articles or substances purchased for use by Company employees and temporary / agency staff are the safest available and where use of hazardous substances is unavoidable, that Material Safety Data Sheets (MSDS) and other relevant health and safety information for the products used are obtained from suppliers / manufacturers and made freely available to those permanent employees and temporary / agency staff within the workplaces in which these substances are used.

- ensure employees are provided with appropriate personal protective equipment and that it is maintained, cleaned and replaced as necessary.

ensure all tools, equipment and plant are maintained in a safe working condition and any reported defects promptly rectified.

- ensure all persons on the Company's premises fully understand the correct procedures for the use, storage and maintenance of tools, equipment and plant and that all such persons understand that they must not operate any plant or equipment unless they have been suitably trained.

- ensure care is taken to ensure children in the Company's care do not have access to use or operate any work equipment intended only for use by staff or subcontractors, and that appropriate isolation / lock-off facilities exist where there is any significant risk to children from the unauthorised use of an item of work equipment on the premises.

- ensure all employees and sub-contractors' personnel under their control are given adequate information and instruction regarding risks to health and safety and the measures to be implemented to eliminate or reduce those risks to acceptable levels.

- provide adequate levels of supervision to ensure safe working practices are observed at all times within the areas of the Company's work operations for which they are responsible.

- monitor health and safety standards and take appropriate actions to rectify any unsafe working practices or conditions (e.g. horseplay).

- ensure the Health and Safety Action Plans agreed with the Company's external Health and Safety Consultants are implemented to the agreed schedule set out in these documents.

## **External Health and Safety Consultant:**

The role of the external Health and Safety Consultant exists to provide the Management Team of Bell House Nursery Ltd. with professional Health and Safety advice, including all matters required to meet current UK legislative requirements. As part of this they are required to:

- review the Company's Health and Safety Policy and Procedure documentation as kept in the Company's Health and Safety File, when required to do so by the Management Team, following changes to health and safety legislation or in the light of experience following the consideration of data from the Company's active and reactive monitoring activities and feedback offered by staff.
- review the Company's risk assessment systems as kept in the Company's Risk Assessment File, when required to do so by the Management Team, following changes to health and safety legislation or in the light of experience following the consideration of data from the Company's active and reactive monitoring activities and feedback offered by staff.
- supply to a member of the Management Team a hard copy of replacement / updated guidance when (or provide it by email in electronic format as an attachment or via a link to its original location on the Internet), whenever new guidance is released by the HSE which either replaces or adds to existing guidance, for insertion in the Company's Health and Safety Guidance File.
  - review the Company's Health and Safety Staff Handbook when required to do so by the Management Team, to reflect any changes made to the documentation in the Company's Health and Safety files.
- to assist the Management Team in writing an effective Health and Safety Annual Action Plan for continuous improvement within the Company in compliance with the Management of Health and Safety at Work Regulations 1998.
- to assist the Management Team in carrying out an Annual Health and Safety Review at which the Company's Health and Safety Performance during the 12 months shall be assessed.

## **Employees:**

All Company employees have a statutory duty of care under Section 7 of the Health and Safety at Work (etc.) Act 1974 to ensure that, so far as is reasonably practicable, their work activities do not put at risk the health and safety of themselves or others. All Bell House Nursery Ltd. personnel must therefore comply in full with any health and

safety systems put in place by the Company to ensure the health and safety of themselves and others. Failure to abide by the Company's health and safety rules may be considered a disciplinary matter. The Management Team will ensure that staff understand the full implications of this legal responsibility, so that they understand the need for their active participation and vigilance regarding matters of health and safety, particularly since the responsibilities placed by law leave any aggrieved injured party not only redress in the civil courts against the Company Corporate but also against the employee responsible for the breach itself and any Line Manager responsible for that person up the line management chain.

It is therefore in the interest of all Company employees to maintain a positive, proactive approach to health and safety at all times in accordance with the Company's Policies and Procedures and Safe Systems of Work and to report any identified potential or actual deficiencies in the current arrangements or any newly-identified hazards to their Line Manager as soon as possible.

Although agency employees are employed through an agency and the agency themselves have a legal duty as the direct employer of those hired through them, the Company shall require the same high standards with regard to health and safety to be observed by agency employees as by the Company's own employees.

All employees must:

- familiarise themselves with the Company's health, safety and welfare standards by reading Bell House Nursery Ltd's Health and Safety Policy and by becoming familiar with the topic-specific Health and Safety Policies and Procedures and Safe Systems of Work relevant to the work activities they are required to undertake.
- use and keep in good condition the correct tools, furniture, play equipment, plant, equipment, materials, machinery, substances, transport equipment, safety devices and safety equipment in accordance with the training, instruction and information received, and report any defects to their line manager.

ensure their own health and safety and that of others by taking care to avoid unnecessary risks, so that their actions never put themselves, their work colleagues, children in the company's care or others at avoidable risk of injury or ill-health due to their acts or omissions; and by reporting any unsafe working practices, unsafe conditions, dangerous occurrences and near-misses immediately to their line manager.

- co-operate fully with members of the Management Team and their Line Manager on health and safety matters to ensure both they and the Company comply with all UK statutory health and safety requirements.

- avoid interfering with or misusing anything provided in the interests of health and safety. This is a statutory requirement under the Health and Safety at Work (etc.) Act 1974, and any employee found doing so will face disciplinary action.
- report immediately to their Line Manager (or in the absence of their availability, to a member of the Management Team) any actual or suspected shortcomings in the Company's Health and Safety arrangements.
- present themselves for work in a fit and healthy state and not under the influence of alcohol or illegal drugs.
- attend any training or briefing sessions provided by the Company in relation to health and safety in the work areas in which they will be working.
- co-operate with all other persons present within the work areas in which they are working so that their work activities and the work activities of those other persons do not adversely affect the health and safety of anyone working within those work areas.
- maintain a safe and tidy place of work at all times.
- participate in developing a positive health and safety culture within the Company by adopting a responsible attitude towards health and safety at all times.
- refrain from acts of horseplay at all times.
- comply with the evacuation arrangements on the premises on which they are present, including raising the alarm if an emergency situation should occur, evacuating the building and proceeding to the nearest designated Assembly Point, and co-operating fully with the Emergency Services.
- co-operate fully with any member of the Management Team, their Line Manager, the Company's external Health and Safety Consultant or any inspector from the Company's insurers or any enforcing authority undertaking any risk assessment or inspection of the premises on the Company's behalf.

**Subcontractors' employees and self-employed employees:**

The Company recognises that it has an indirect duty of care for persons working for themselves or employed via a sub-contractor to carry out works on the Company's premises. All such sub-contractors' employees and self-employed employees shall be required by the Management Team of Bell House Nursery Ltd. to act responsibly when working on the Company's premises.



Prior to selecting any sub-contractor (whether that sub-contractor be a self-employed person or another Company), the Management Team of Bell House Nursery Ltd. will require sub-contractors submitting tenders to meet the Company's health and safety requirements (see the Company's "Selection of Suitable Staff and Contractors Policy" for more details).

Sub-contractors must appoint a competent person to assist their Company in managing health and safety and inform the Directors of the name and qualifications of this competent person prior to the commencement of works relating to the contract their employer has with Bell House Nursery Ltd.

All sub-contractors' employees and self-employed employees must therefore:

- comply with the requirements of the Health and Safety at Work Act 1974 and associated legislation appropriate to the work operations they are contracted to complete.
- comply not only with the health and safety standards of their employer, but those of Bell House Nursery Ltd. (as set out in Bell House Nursery Ltd's Health and Safety Policies and Procedures and relevant Safe Systems of Work).
- to use and keep in good condition the correct tools, plant, equipment, materials, machinery, substances, transport equipment, safety devices and safety equipment in accordance with the training, instruction and information received, and report any defects to their line manager / supervisor.
- ensure their own health and safety and that of others by taking care to avoid unnecessary risks, so that their actions never put themselves, their work colleagues, Bell House Nursery Ltd's employees, children in Bell House Nursery Ltd's care on the premises, visitors or sub-contractors at avoidable risk of injury or ill-health due to their acts or omissions; and by reporting any unsafe working practices, unsafe conditions, dangerous occurrences and near-misses immediately to their line manager / supervisor.
- be adequately supervised by their line manager / supervisor to ensure safe working practices are observed at all times.
- attend any training or briefing sessions provided by Bell House Nursery Ltd. or the sub-contractor who is their direct employer in relation to health and safety in the work areas in which they will be working.

- co-operate with others to ensure their work activities and the work activities of others do not clash or adversely affect the health and safety of anyone working or living within those work areas in which works are taking place.
- maintain a safe and tidy place of work at all times so that no refuse, tools, plant, equipment, materials, machinery, substances, transport equipment, safety devices and safety equipment are left out in a position whereby they could be picked up and / or used by a patient or act as a trip hazard to any member of staff or children on the premises.
- comply with health and safety requirements, including rules, regulations, safe working practices and other relevant health, safety and welfare standards applicable in each workplace they are entering.
- follow the directions of the Company at all times in relation to health, safety and welfare matters.
- refrain from acts of horseplay at all times.
- comply with the evacuation arrangements on the premises on which they are present, including raising the alarm if an emergency situation should occur, evacuating the building and proceeding to the nearest designated Assembly Point, and co-operating fully with the Emergency Services.
- co-operate fully with any member of the Management Team, their Line Manager, the External Health and Safety Consultant or any inspector from the Company's insurers or any enforcing authority undertaking any risk assessment or inspection on the Company's behalf on whose premises they are working.

#### **Visitors / Members of the Public:**

Bell House Nursery Ltd. recognises its responsibility towards the health and safety of visitors and will make every effort possible to ensure visitors / members of public are not harmed in any way when visiting its premises.

All visitors must report to the Reception of the Nursery building they are visiting upon arrival. Security systems and locked doors will prevent visitors entering further into any of the premises unless authorised or accompanied by a member of staff. Visitors to the Company's premises must abide by the Company's health and safety rules.

Visitors / Members of the public must behave responsibly whilst they are on the premises. Irresponsible or irrational behaviour will result in a member of the Management Team being summoned. Bell House Nursery Ltd. places primary importance on ensuring the health and safety of its staff and children in the Company's care and if



any visitor poses a threat to their health and safety the Company will not hesitate to request the visitor concerned leave the premises immediately. Failure to do so may result in Senior Management being called.

Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include equipment such as providing extra facilities for disabled persons or anyone bringing accompanying children with them.

Visitors must be accompanied by a member of staff at all times in accordance with safeguarding and in the event on an emergency evacuation, the member of staff is available to escort the visitor to the Assembly Point.

## **Lone Worker Policy**

### **Definition of working alone**

People who work alone without close or direct supervision are known as lone workers. Lone workers include people working separately from others i.e. a member of staff working alone in a room or a member of staff working alone in the Kitchen.

There is no legal prohibition on working alone, however, where staff are lone working, arrangements, measures and procedures need to be put in place to avoid or to control the risks and to ensure the health and safety of the lone workers as stated in the Health and Safety at Work Act (HSWA 1974) and the Management of Health and Safety at Work Regulations (1999). After taking into consideration, all aspects surrounding the situation such as the number of children present, the number of sleeping children, access to assistance etc., the manager will decide on the suitability for a Lone Working situation.

### **Bell House Nursery**

If a member of staff is working alone with children, extra measures will be put into place:

- Management will be situated on the reception desk in case of an emergency and will check on a regular basis, in person, that the staff member and children are ok. The staff member will call down to the Reception area and ask for help if needed.
- If the staff member feels vulnerable then they are to alert management immediately who will then assess the situation and support the member of staff immediately.
- Risk assessments have been put into place to assess and control the risks.

- We have a security finger print system in place so that only people who are registered can enter the building. The system is maintained on a monthly basis and families who have left are deleted from the system.

For the most part, our chef will be working alone and although there are no children in the kitchen we are aware that it is important for the management to keep regular checks on lone workers. We will therefore use the same policy in this area. The chef will call down to Reception if there is a problem that needs to be dealt with. In this incident, the management will assist the chef immediately.

## Sun Safety

### **Statement of intent**

Our setting believes in sun safety to ensure that children and staff are protected from skin damage caused by the harmful ultra-violet rays of sunlight.

### **Aim**

We aim to make children, staff and parents aware of the harmful effects of the sun and to educate the children to minimise the risks to their health.

### **Methods**

As part of our sun safety policy we will:

1. Educate children throughout the curriculum about how to protect the skin from the sun.
2. Encourage children to wear clothes that provide good sun protection.
3. We will make fresh water readily available to all children and ensure they are drinking plenty.
4. Use sun cream where appropriate. High factor creams can be labelled and brought into nursery and parental permission will be obtained so that cream can be applied by staff to ensure sun safety.
5. Outside play times will be monitored to avoid hot sun times. The peak hours will be avoided these are between 11 o'clock and three o'clock.
6. Children will not be permitted to play outside without wearing hats and we will discourage sunbathing.

7. Shade will be made available when possible. Shelters are available for the children to play under in the hot weather.

8. Encourage staff and parents to act as good role models by practising sun safety; wearing hats, drinking water and applying sun cream

9. Remind children and parents about sun safety through newsletters, posters and stories.

Children suffering from heat stress will show signs of discomfort such as Irritability, fatigue dizziness headache nausea and hot, red skin. If heatstroke is suspected, we will make the child as cool as possible and contact the parent/carer; if necessary we will call for emergency assistance

**Reviewed By Clare Hayes and Tracy Cox**

**Reviewed in March 2016**

**Next review date March 2017**